

## **Escondido Union High School District Job Description**

**Job Title:** Student Nutrition Assistant Site Lead  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Student Nutrition  
**FLSA Status:** Nonexempt  
**Salary Level:** 16  
**Approved By:** Board of Education  
**Approved Date:** 10/13/2015

### **NATURE OF WORK**

Prepares and cooks food items and provides assistance to site kitchen lead in the smooth running of a school site kitchen.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Counts inventory and bank and prepares service window for servicing students.

Serves students at lunch at regularly assigned work station.

Supervises student workers, assuring clean and safe food handling.

Assists in the oversight and participates in food preparation duties.

Assists in the oversight and prepares bagged lunches for field trips and other outings; prepares additional food items for other events on campus

Maintains tally sheet of food items sold or free and reduced lunches served.

Balances cash against inventory sheet.

Relieves and/or replaces site manager during absences or in peak times

Trains staff to follow recipes to ensure menu/recipe compliance.

Follows HACCP guidelines and procedures

Assists in the oversight and participates in cleaning equipment and work areas to assure that appropriate cleanliness and sanitation standards are maintained.

Assists with ordering of supplies and food items.

Assists with scheduling and work flow and may assist scheduling substitutes to cover absences.

Assists with counting of money and preparation of deposit.

Sets up computer and terminals for cashiering functions and performs cashier duties.

Receives, inspects and properly stores delivered food items and other supplies and materials.

Assists with daily spreadsheets, inventory, and reports.

May submits work orders for site.

May Review lunch applications.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); minimum of one year experience in school site food services or two years in other institutional food services.

### **KNOWLEDGE OF:**

Use and care of ranges, ovens, and other kitchen equipment; modern methods of quantity food preparation and serving; reading and writing communication skills; interpersonal skills using tact patience and courtesy; computer applications and ability to learn specialized software.

### **ABILITY TO:**

Read and comprehend menus, and recipes; understand instructions, short correspondence and memos; write simple correspondence and complete forms; effectively provide information and answer questions from students, other employees, administrators and outside vendors; react quickly to change; work well with others, take the initiative and work without direct supervision; apply common sense understanding to carry out instructions furnished in written, oral, or schedule form; deal with problems involving several concrete variables in standardized situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; calculate and count change; compute ratio, and percent; calculate figures and amounts such as percentages, proportions.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License

Professional Food Manager Certification from accredited source

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to extreme cold and extreme heat. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

### **COMMENTS**

The person assigned to this position must be multi-tasked and support a spirit of team work. Must demonstrate a genuine liking for adolescents, and be able to relate to them as well as to a variety of adult personalities. Must be professional in demeanor and attire.